

TECHNOLOGY Mini-Grant 2021 Grant Application Overview

Presented by:

Terry Blauvelt

Grants Officer

Janet Caruthers

Technology Consultant

Debbie Musselman

Library Development Director



Missouri Secretary of State
State Library



INSTITUTE of
Museum and Library
SERVICES

Session Objectives

1. Grant Overview
2. Changes in the Technology Mini-Grant Program
3. Grant Application Basics
4. Best Practices





Grant Overview

Eligibility

- **Public Libraries eligible to receive FY21 state aid**
AND if the library has a website-
- **The website must be actively maintained and link to TumbleBook Library Deluxe**
AND IF A REAL MEMBER
- **Link to the statewide online databases on their library website**

Work Authorization (E-Verify)

- Applies to grants requesting \$5,000 or greater
- Links within the grant application

Purpose and Goals

- To replace older technology
- To purchase new technology
- To be completed within a 5-month timeframe



Highest Grant Priorities

- Risk of imminent failure
- Software systems no longer supported
- Hardware that does not meet software systems requirements
- COVID-19 response



Other Grant Priorities

- Systems to manage public access to workstations or printing
- Wireless access equipment
- Computer training labs
- Improving access for patrons with disabilities
- Computers to be used in job-related training, online courses, or certification testing.



Grant Timeline

Application Due: November 16, 2020

**Approximate Award Announcement:
December, 2020**

**Grant Management Session:
December 30, 2020**

**Grant Period:
January 4, 2021 – June 30, 2021**

Final Report Due: July 31, 2021



Grant Payments

- Two installments (50/50)
- First payment cannot be requested until the grant period has started
- Must begin spending grant funds within 45 days
- Final payment with final report





CHANGE

Changes

Changes to the Application

- **It's online**
- **Computer Specifications**
- **Budget Spreadsheet**
- **Signature Page**



Online Grant Management System

Grants Officer, at (417) 895-6670 or (800) 325-0131.

Trying to decide which grant will be the best for your project?

Take a look at our grants table that describes each grant program and the type of library that is qualified.

- [LSTA Grant Table](#)

LSTA Grant Application Forms

Missouri State Library Online Grant Management System

- [Technology Mini Grant Application](#) - Due November 16, 2020

Other Applications

- [Author Visit Grant Application](#) - Open Call
- [Show Me Steps to Continuing Education for Groups Grant Application](#) - Open Call
- [Show Me Steps to Continuing Education for Individuals Grant Application](#) - Open Call

LSTA Application Certification Forms

- [Assurances - Non-Construction Programs](#)



Missouri Secretary of State
State Library

Ligon Page

Email Address*

Password*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Missouri State Library's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your login credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Terry Blauvelt at Terry.Blauvelt@sos.mo.gov to receive your username.

ay

Missouri Secretary of State
State Library

Search Tools Communications Reporting

Fields with an asterisk (*) are required.

Project Information

Project Name*

The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.

Project Director Name*

Enter the first and last names of the Project Director.

Project Director Email Address*

Enter the project director's email address.

Project Director Telephone Number*

Enter the Project Director's telephone number, including area code, and if applicable, the extension.

Work Authorization Compliance

RSMO 385.530 (2) As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

E-Verify (Work Authorization) Company ID Number

E-Verify Expiration Date (Month and Year)

Software provided by Foundant Technologies © 2020

Minimum Computer Specifications Recommended, Not Required

Item Minimum Specifications	Maximum Cost Supported in Grant Per Unit
Desktop PCs including All-in-Ones <ul style="list-style-type: none">• 3.2 GHz Intel Core i5-7th generation• 8 GB Memory• 500 GB 7200 RPM Hard Disk Drive or 256 GB Solid State Drive• 20" Flat Panel Monitor• Intel HD Graphics 530• LAN Networking Port and Wi-Fi 2.4/5GHz Wireless Capable• Windows 10	\$1,600
Laptop PC <ul style="list-style-type: none">• 2.5 GHz Intel Core i5-7th generation• 8 GB Memory• 500 GB 7200 RPM Hard Disk Drive or 256 GB Solid State Drive• 14" Display area• Intel HD Graphics 520• LAN Networking Port and Wi-Fi 2.4/5GHz Wireless Capable• Windows 10	\$1,600

Application Signature Page

Only have to sign once and you agree to:

- Grant Agreement Standard Terms and Conditions
- Certifications Regarding Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
- Assurances Non-Construction Programs
- Internet Safety Certification, if applicable
- Business Entity Certification, if applicable



Good to Review

Good to Review

- **Required IMLS survey questions**
- **Local Match for Warranties**
- **Buying through the State Contract**
- **Indirect Cost Rate**
- **MOREnet Services**

When and Who to Survey

Survey Patrons

- When project has a patron training component

Survey Staff

- When project has a staff training component
- When the project involves educational software
- When the project involves planning and/or evaluation

Local Match Requirements

Single unit price \$1,000 to \$9,999.99, 1-3 years warranty included	25% local match
Single unit price \$1,000 to \$9,999.99, 4 years warranty included	30% local match
Single unit price \$1,000 to \$9,999.99, 5 years warranty included	35% local match
Single unit price \$1,000 to \$9,999.99, 6 years warranty included	40% local match
Single unit price \$1,000 to \$9,999.99, 7 years warranty included	45% local match
Single unit price \$10,000, 1 to 5 years warranty included	50% local match
Single unit price \$10,000, 6 years warranty included	55% local match
Single unit price \$10,000, 7 years warranty included	60% local match
Extended Warranties Priced Separately	1st year fully paid LSTA, remainder local

[Shopping Cart](#) | [Public Sector ▾](#) | [Contact Us](#) | [Sign In](#)[Hardware](#) [Software](#) [Brands](#) [Solutions](#) [Tools](#) [My Account](#)

888-744-4084

Welcome to the SHI Catalog for Missouri Govt

As a global provider of IT products and solutions, SHI is named on many Missouri contracts and here to support all your IT needs. If you have any questions please contact your account team.

[View All Contracts for Missouri](#)

APC SurgeArrest Personal - surge protector

\$21.64

Apple iMac 8 GB

\$1,211.38

Dell Latitude 5590 - 15.6" - Core i

\$899.07

Microsoft Surface Go - 10"

\$428.29

Lenovo ThinkCentre M910x - ti

\$807.73

Dell UltraSharp U2417H

\$273.56

Bulk Buy

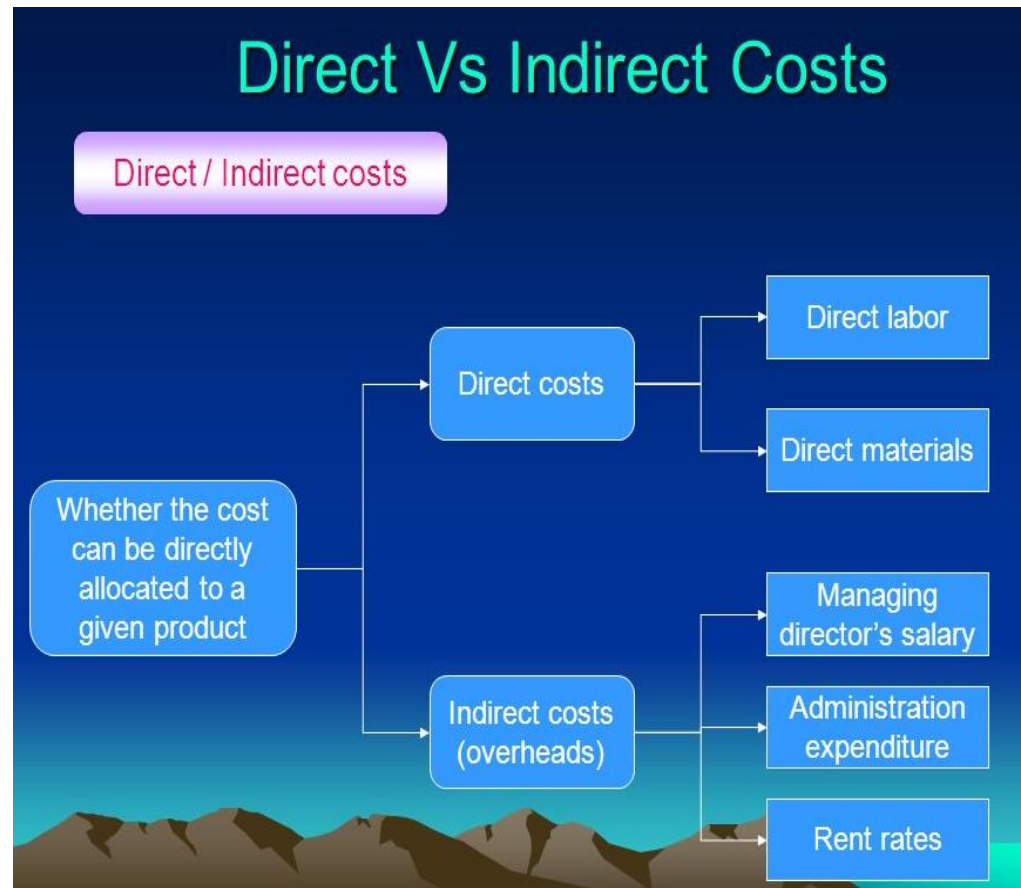
[OAITSdw/Tagging Dell Bulk](#)[Desktop Computers](#)[Portable Computers](#)[Servers](#)[Printers](#)[Accessories](#)[HP PCS for K-12 Customers](#)[view entire catalog...](#)

Useful Links

[Public Sector Selection](#)[Order Status](#)[Retrieve Quotes](#)

Indirect Cost Rate (ICR)

- Use the standard 10% federal de minimus rate
- Use federally negotiated rate
- Decline



Indirect Cost Rate

Indirect Cost Rate Example			
Standard 10% MTDC Rate or Your Institution's Federally Negotiated Rate As a Percentage:			10.00%
LSTA Total Personnel	\$3,523.15		
LSTA Total Consultant Fees	\$0.00		
LSTA Total Supplies	\$427.66		
LSTA Total Travel	\$0.00		
LSTA TOTAL Services	\$2,200.00		
LSTA GRAND TOTAL	\$6,150.81		
Indirect Cost Rate to Claim	\$615.08		

MOREnet

Network & Technology Services

- Troubleshooting
- Consulting
- Design
- Analysis

Jeanne Sullivan

Public Libraries Member
Service Advisor

(573) 884-7646

jeanne@more.net





Grant Application Basics

LSTA Grants Statutes and Regulations

Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)

General Regulations for Administering the Grants:
2 CFR 200

Work Authorization Program: RSMo 285.530

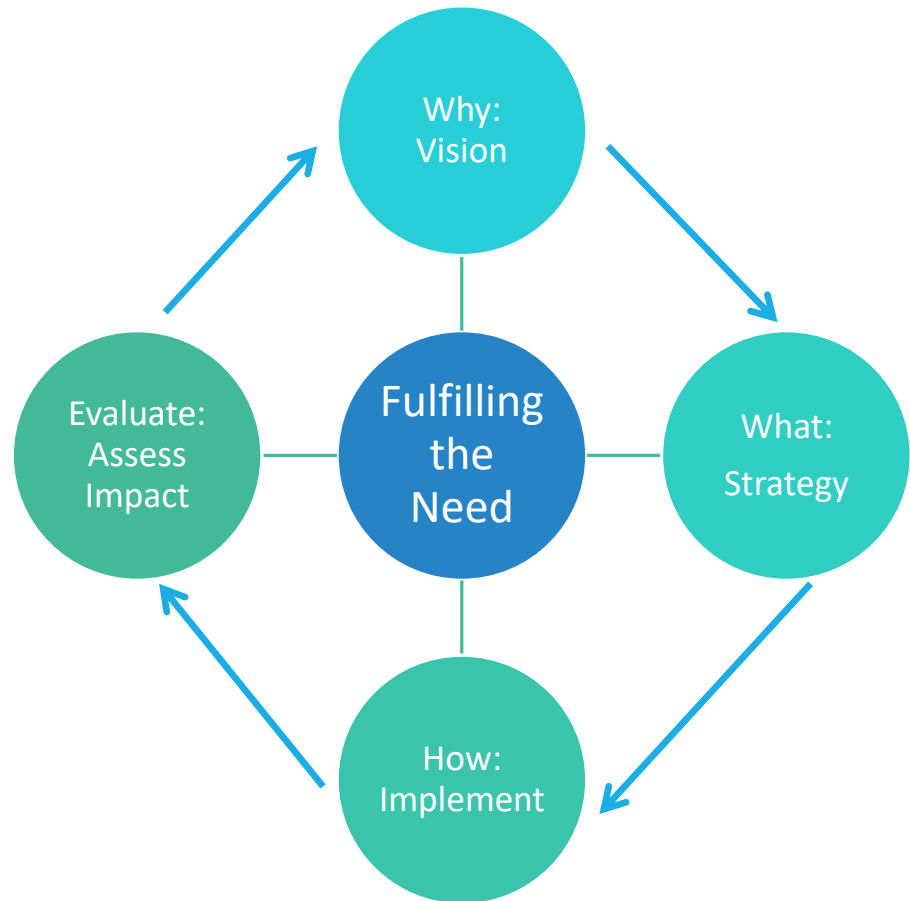
Links to these statutes and regulations are available online at:

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantsManual.pdf>

Project Development

Get Organized:

- Need
- Resources
- Activities
- Outputs
- Outcomes
- Impacts



Basic Information

The screenshot shows a web browser window with the URL <https://www.grantinterface.com/Form/Preview?form=562088&urlkey=missourilibrary>. The page header includes the Missouri State Library logo and navigation links: Search, Tools, Communications, and Reporting. The user is logged in as Terry Blauvelt. The breadcrumb trail indicates the current location: Process Manager / Technology Mini Grant / MOSL Application Template / Preview.

A blue information box at the top of the form states: "Fields with an asterisk (*) are required."

The form is titled "Project Information" and contains the following fields:

- Project Name***: The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.
- Project Director Name***: Enter the first and last names of the Project Director.
- Project Director Email Address***: Enter the project director's email address.
- Project Director Telephone Number***: Enter the Project Director's telephone number, including area code, and if applicable, the extension.

Below these fields is a section titled "Work Authorization Compliance" with the following text:

RSMO 385.530 (2) As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

At the bottom of the form is a field for "E-Verify (Work Authorization) Company ID Number".

The footer of the page states: "Grant Management Software provided by Foundant Technologies © 2020".

The Program Narrative

- **Explain your project**
- **Project Promotion**
- **Evaluation**
- **Additional Questions**



Evaluation

- **Shaping Outcomes:**
<http://www.shapingoutcomes.org>
- **Perspectives on Outcome Based Evaluation for Libraries and Museums:**
<http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf>
- **Project Outcome:**
<https://www.projectoutcome.org/>



Budget Spreadsheet

2019-2020 LSTA BUDGET WORKSHEET							
Name of Library							
Name of Project							
Category	Item Description	Qty	Cost per Unit	LSTA Funds	Local Funds	Total Cost	
Equipment with a per unit cost of over \$5,000 per unit						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
			Equipment Subtotal	\$0.00	\$0.00	\$0.00	
Personnel, including salaries, wages, and benefits						\$0.00	

[Instructions](#)
[Budget Chart](#)

Budget Spreadsheet

INSTRUCTIONS

2019-2020 LSTA GRANT BUDGET WORKSHEET

When completed, upload this Excel form into an email to LSTA@sos.mo.gov to record the expenditures for your grant.

Please fill in the budget worksheet to create a line-item budget to submit with your grant application. Provide a brief description and separate costs for each type of item to be purchased. Round all figures **DOWN** to the nearest whole dollar for LSTA funds. Include local funds as appropriate, based on Matching funds guidelines.

- | | |
|----|--|
| 1. | Equipment - <i>Only</i> nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here. <i>Requires advance written approval from the State Library obtained at the time of application.</i> |
| 2. | Personnel - Salaries and benefits for additional library staff or additional staff hours for existing, part-time staff. |
| 3. | Services - List services provided by a third-party contractor or vendor. Examples of services include software, conference registration fees, training providers, program presenters, and media costs including magazines, newspapers, radio, television and online advertisements. |
| 4. | Supplies including Technology - Hardware such as computers, printers, and whiteboards with a per item cost under \$5,000; supplies used for the project such as cables, wall rack, mailing supplies, switches, etc. |
| 5. | Indirect Cost - If applicable, the amount of Indirect Cost eligible to be claimed. <i>Note, Indirect costs must be in your original application in order to claim.</i> |

Instructions

Budget Chart

Budget Spreadsheet

2019-2020 LSTA BUDGET WORKSHEET							
Name of Library							
Name of Project							
Category	Item Description	Qty	Cost per Unit	LSTA Funds	Local Funds	Total Cost	
Equipment with a per unit cost of over \$5,000 per unit						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
			Equipment Subtotal	\$0.00	\$0.00	\$0.00	
Personnel, including salaries, wages, and benefits						\$0.00	

[Instructions](#)
[Budget Chart](#)

Budget Narrative

Include every item on Budget Worksheet

Federal or local funds?

Justify costs:

- **Why do you need that?**
- **How does that help with your project/goals.**

Explain all figures

MUST MATCH THE SPREADSHEET



Large Purchase Price Analysis

Example:

Date	Source	Vendor	Item Description	Amount
11/2/2020	Online	A Computer Store	6 i7 desktop computers	\$5,992
11/3/2020	Letter	B Computer Store	6 i7 desktop computers	\$6,270
11/6/2020	Email	C Computer Store	6 i7desktop computers	No response

Vendor B was selected. The vendor is local and familiar with our library's network and it is the library's policy to use a local vendor when available.

Best Practices: Know Ahead

Legal responsibilities

Your library's policy on
grant applications

Who signs?



Best Practices

Have a realistic, justified budget

- ✓ LSTA and local funds

Check your math

Be sure all attachments are included

- ✓ Form signed
- ✓ Budget spreadsheet
- ✓ Survey drafts
- ✓ Market analysis



Can't Fund What You Need?

Other funding resources are located in the appendix of our grant manual available online at:

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantsManual.pdf>





Questions?

Contact Information:



Terry Blauvelt
Grants Officer
Telephone: (417) 895-6670
Email: terry.blauvelt@sos.mo.gov



Janet Caruthers
Technology and Resource Sharing Consultant
Telephone: (573) 526-1087
Email: janet.caruthers@sos.mo.gov



Debbie Musselman
Library Development Director
Telephone: 573-751-2679
Email: debbie.musselman@sos.mo.gov